

**New Skills Reinforced:****In this activity, you will practice how to:**

- 1. use the format and draw tools**

**Activity Overview:**

Using the draw tools is an essential skill to have before creating letterheads, flyers, newsletters, presentations, and web pages. Draw tools should be used to enhance the overall look of a document without affecting the readability of the message you are trying to send. In this activity, you will practice using a variety of draw tools to create a winter scene.

**Instructions:**

1. Open a new blank document in Word. Insert a header: Name      Winter      Date
2. Change the page orientation to **landscape**.
3. Using the Drawing tools, create a winter scene. Use Figure 5-1 as a guide.
  - a. Snowman—Using the circle tool, create three circles with a 2 ¼ pt black line border and white fill. One circle should be 1.75 inches high and 1.75 inches wide, the second circle should be 1.5 inches high and 1.5 inches wide, and the third should be 1.15 inches high and 1.15 inches wide.
  - b. Stack the circles from largest to smallest as shown in Figure 5-1.
  - c. Hat – (brim) Using the rectangle tool and a 1 pt black line border, draw a rectangle that measures 0.15 inches in height and 1.35 inches in width, and place it on top of the snowman's head. (top) Use the rectangle tool and a 1 pt black line border to draw a box measuring 0.65 inches high by 0.85 inches wide. Place it on top of the brim. Fill the hat and brim with your choice of colour.
  - d. After the snowman's hat and body are complete, select each object (piece) and align to centre.
  - e. Eyes – Using the circle tool, draw two circles with no border that measure 0.15 inches in height, and 0.15 inches in width with a black fill and place them on the snowman's face as shown in Figure 5-1.
  - f. Nose – Using the scribble tool, draw a carrot shape with .75 pt black line border. Fill it in with orange (be creative as to size) and place it on the snowman's face as shown in Figure 5-1.
  - g. Mouth -- Using the scribble tool and a 3 pt black line border, draw a curved smile that measures approximately 0.15 inches in height and 0.45 inches in width and place it on the snowman's face as shown in Figure 5-1.
  - h. Pipe – Using the line tool, draw a straight line from the snowman's mouth with a 2 pt black line border that measures 0.10 inches high and 0.5 inches wide. Place it on the snowman's face as shown in Figure 5-1.
  - i. Arms – Using the scribble tool, draw two arms, each with a 3 pt black line border (use your own creativity to determine size and hand type) and place them on the snowman's body as shown in Figure 5-1.

- j. Once the snowman is complete, accessorize him or her using the draw tools of your choice.
- k. Snowflakes – Using draw tools of your choice, create at least 15 snowflakes and randomly place them throughout the scene as shown in Figure 5-1.
- l. Tree base – Using the rectangle tool, draw a box with .75 pt black line border that measures 0.5 inches high and 0.75 inches wide with a brown fill. Place the object in a similar position to the one shown in Figure 5-1.
- m. Tree – Using the triangle tool, create three triangles with a .75 pt black line border and green fill. One triangle should be 1.88 inches high and 3.25 inches wide; one triangle should be 1.44 inches high and 2.5 inches wide, the last triangle should be 1.05 inches high and 1.81 inches wide.
- n. Stack the triangles from largest to smallest as shown in Figure 5-1. Select each of the four tree objects and align to centre.
- o. Star – Using the 5-pointed star tool, draw a star with .75 pt black line border that measures 0.75 inches high and 0.75 inches wide. Fill the star with yellow and place it on top of the tree as shown in Figure 5-1.
- p. House body – Using the rectangle tool, draw a box with .75 pt black line border that measures 1.15 inches in height and 1.25 inches wide. Fill it with the colour of your choice, and place it in a similar position to the one shown in Figure 5-1.
- q. House roof – Using the triangle tool, draw a triangle with .75 pt black line border that measures 0.88 inches high and 1.5 inches wide. Fill it with the colour of your choice and place it on the roof as shown in Figure 5-1.
- r. Chimney – Using the rectangle tool, draw a box with .75 black line border that measures 0.5 inches high and 0.13 inches wide. Fill it with the colour of your choice and place it on the roof as shown in Figure 5-1.  
NOTE: You may need to change the order of some objects by selecting the “send to back” option.
- s. Windows and Door – Using tools of your choice, create windows and a door and place them on the front of the house as shown in Figure 5-1.
- t. Using the tools of your choice and your own creativity, add some elements to enhance the look of your picture (you could add mountains, a driveway, chimney smoke...be creative).

- 4. Save the document as WINTER in your IT9 folder.
- 5. Submit the document to Mrs. Cousar by email with the subject line: Winter ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)